

CLASSIFICATION: MEDICAL SERVICES CONSULTANT II

Class Code: 6219-24

Date Established: 10-10-75

Occupational Code: 7-7-7

Date of Last Revision: 01-04-16

Exempt Status: Non-Exempt

BASIC PURPOSE: To coordinate and monitor activities of a unit concerned with determining medical eligibility and/or coverage for federally mandated Medicaid programs, and to audit patient care and records and perform medical assessments in order to determine appropriate coverage, services, client eligibility, and program compliance.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Supervises professional and technical staff including training, hiring, firing, conducting performance appraisals and assuring compliance with program policies and procedures.
- Supervises and conducts federally mandated medical eligibility reviews to determine continuing medical eligibility in accordance with state and federal guidelines.
- Analyzes medical information, including physical, psychological and social factors of state and region wide applicants and/or recipients in order to determine accuracy of decisions and to authorize payment for preventative, diagnostic, therapeutic, rehabilitative or other medical services for in-patient and out-patient services.
- Interprets and applies federal and state regulations to Medicaid-covered or long-term care services in order to assure appropriateness and quality of services, and to qualify for federal funding.
- Develops, formulates and recommends long and short term changes in policies, procedures and informational tools to enhance productivity and improve service delivery.
- Plans, coordinates, and conducts in-service training programs for staff and training seminars for providers and consumers statewide in regards to plans of service, and provides technical assistance to staff, federal and state officials, medical providers, private organizations, and other parties concerning policy.
- Represents the department at fair hearings including conducting pre-hearing conferences, communicating with lawyers, medical professionals, clients and other interested parties, compiling evidence, developing summaries, reports, and briefs, and interpreting federal and state regulations to support eligibility decisions.
- Communicates with the client, their family, other state agencies, discharge planners, social workers, physicians, nursing staff, facility case managers, and other treatment providers in the coordination of services, and counsels and educates patients concerning specific health concerns as needed.
- Conducts on-site visits to nursing facilities and client homes as required in order to: analyze physical, medical, social, psychological and safety data; determine necessity, appropriateness, and effectiveness of services; and to develop and revise plans of service in cooperation with other disciplines.

DISTINGUISHING FACTORS:

Skill: Requires skill in analyzing and interpreting data, policy, and procedures OR in using equipment in order to arrive at logical conclusions or recommendations.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

Supervision: Requires direct supervision of other employees doing related or similar work, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

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Communication: Requires reviewing summaries and reports and making decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

Complexity: Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

Independent Action: Requires independent judgment in planning and evaluating work procedures and in supervising the development of professional, technical and managerial standards under administrative direction and according to broad departmental guidelines.

MINIMUM QUALIFICATIONS:

Education: Graduation from a recognized nursing program.

Experience: Five years' experience as a Registered Nurse, at least two years of which shall have been in a supervisory or administrative capacity.

License/Certification: Current license as a Registered Nurse in New Hampshire. Must be eligible to hold a valid New Hampshire driver's license and/or have access to transportation for use in statewide travel.

For Department of Health and Human Service's Division of Client Services, Long Term Care Unit Only:

Education: Graduation from a recognized nursing program or skilled medical professional program.

Experience: Five years' experience as a Registered Nurse or as a Skilled Medical Professional, at least two years of which shall have been in a supervisory or administrative capacity.

License/Certification: Must be licensed as a Registered Nurse in New Hampshire or licensed as a Skilled Medical Professional. Must be eligible to hold a valid New Hampshire driver's license and/or have access to transportation for use in statewide travel.

RECOMMENDED WORK TRAITS: Knowledge of federal and state public assistance laws and requirements regarding recipients. Knowledge of medical, surgical, diagnostic, scientific and therapeutic procedures provided in hospitals, skilled nursing homes and other medical care providers. Skill in appraising health care problems, procedures and programs. Ability to plan, supervise, coordinate and direct the work of others. Ability to evaluate individual, skilled medical, and nursing techniques and performance. Ability to communicate effectively. Ability to coordinate the work of state and private agencies in the health care area. Ability to establish and maintain effective working relationships with other employees and the public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.